

28 July 1947

MEMORANDUM TO: CHIEF, CONTACT BRANCH  
DEPUTY CHIEF, FOREIGN BROADCAST INFORMATION BRANCH ✓  
Acting CHIEF, FOREIGN DOCUMENTS BRANCH

It is requested that the monthly progress report be supplemented with a personnel report to include the following:

1. Total number of persons employed departmentally as of the last day of the reporting month.
2. Total number of employees in the field as of the last day of the reporting month.
3. Total number of new appointments during reporting month.
4. Total number separated or discharged during reporting month.
5. Names and entrance-on-duty dates for all new employees entering on duty within the reporting month.
6. Names and resignation dates of those resigning or transferring within the reporting month -- if transferring, give name of organization to which the employee is transferring.
7. For any military personnel who have civilianized during the reporting month, give the job title, classification, and assignment.
8. Names of proposed personnel and the dates that Form 37-3 were submitted to Personnel Division, A & M.
9. Personnel recommendations, if any, requiring ☐ action.

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Deputy Assistant Director  
Office of Operations

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Approved For Release 2002/06/17 : CIA-RDP83-00586R000100010017-1

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The rerouting of teletype traffic filed from [ ] and [ ] via Signal Corps circuits direct to Washington was effected on July 3, 1947. This has made possible alterations in the FBI transcontinental teletype circuits which it is believed will reduce the annual communications costs by approximately \$10,000.

LKV:shr

[ ]  
Acting Chief, FBI

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